

**Proposed  
BYLAWS  
OF THE  
MORALE ACTIVITIES COMMITTEE (MAC)  
OF THE  
WALLOPS EXCHANGE AND MORALE ASSOCIATION (WEMA)**

**ARTICLE I.           NAME**

The name of this organization shall be the NASA Wallops Morale Activities Committee (hereinafter referred to as the MAC), a committee of the Wallops Exchange and Morale Association, Goddard Space Flight Center, Wallops Flight Facility, Wallops Island, Virginia.

**ARTICLE II.           OBJECTIVE AND FUNCTIONS**

The objective of the Committee shall be to achieve active employee participation in the establishment and operation of authorized morale activities, or any other activities which will contribute to the efficiency, welfare and morale of Wallops Flight Facility personnel. Authorized activities include:

1.     Fostering of athletic and sports events.
2.     Entertainment such as dances, parties, banquets and picnics.
3.     Operation of facilities and/or grounds designated for the recreational use of NASA employees including the sale therein of food, beverages, and other supplies consistent with the operation of a recreational facility.
4.     Promoting cultural, educational and outreach programs and events.

## ARTICLE III. MEMBERS

### SECTION 1. VOTING MEMBERSHIP

The voting membership includes all NASA civil service personnel and NASA contractor personnel employed at the NASA Wallops Flight Facility.

### SECTION 2. ASSOCIATE MEMBERSHIP

At the discretion of the WEMA Executive Council, associate membership may be granted to other Government employees and contractor employees of NOAA, the U.S. Coast Guard, U.S. Navy and other tenants and partners of WFF. Associate members will have all of the rights of membership except:

1. Serving in an elected office.
2. Voting rights in general elections.
3. Acting as spokesman for the Committee.

## ARTICLE IV. ASSOCIATION FUNDS

### SECTION 1. CUSTODY OF FUNDS

The Committee is authorized to maintain a cash account large enough to meet current operating expenses and normal business contingencies. The MAC as a committee of the NASA Wallops Exchange and Morale Association shall maintain their funds separate from those of the Exchange Committee. These funds shall be expended only upon the authorization of the MAC. The MAC Treasurer shall have sole responsibility for the handling of Committee funds and shall be bonded in the amount approved by the Executive Committee. The deposit of funds in any one bank shall not exceed the amount covered by Federal Deposit Insurance. All funds and securities entrusted to Committee personnel will be recorded in such a manner as to assist in making recovery in case of loss. External annual audits will be performed by an accredited commercial firm.

## ARTICLE V. THE MORALE ACTIVITIES COMMITTEE

### SECTION 1. MEMBERSHIP

The Morale Activities Manager will serve as the MAC Chairperson. The MAC shall also consist of eight (8) members chosen by nomination and election by NASA Wallops Flight Facility employees, subject to approval by the Director of the Goddard Space Flight Center or his designee. Each member shall have one (1) vote in actions of the Committee.

### SECTION 2. DUTIES AND TERM OF OFFICE

The MAC shall be the governing body and shall be composed of 8 members who shall serve for a term of two (2) years beginning at 12:01 a.m. January 1 and ending 12:00 midnight December 31 of the second year. Incumbents may succeed themselves.

The MAC shall have responsibility for, and general supervision of, Morale Activities and shall so administer such activities as in its judgment promotes the best interests of the organization in accomplishing the purpose of the Committee. The definition and distribution of the duties and responsibilities of the Committee and subcommittees that may be formed thereunder, shall be subject to the rules proposed for the operation of the MAC and approved by the WEMA Executive Council. The MAC shall be responsible to WEMA for proper functioning of the MAC.

The MAC shall:

1. Subject to approval of the Executive Council, WEMA, act on matters of procurement of new equipment, and improvement of Morale Activities facilities.
2. Institute a system of bookkeeping, acceptable to the WEMA Executive Council, for recording all financial transactions of the MAC.
3. Have access to the books and records of all subcommittees at all times.
4. Submit the books and records to the WEMA Executive Council or their designee for an annual external audit, or as often as may be requested by the Council.
5. Determine the manner of keeping the funds of the MAC and keep a record of its formal actions.

6. Operate the Morale Activities projects in a business like manner in order that the project may be self-supporting.
7. Report to the WEMA Chairperson from time to time as the Chairperson may require.

### SECTION 3. ELECTION OF OFFICERS

The 8-member MAC shall annually conduct elections through secret ballot. Incumbents can be re-elected. Within 30 days of an election, the following officers will be elected by the committee from its members, subject to the approval of the Executive Council.

1. Vice-Chairman
2. Treasurer
3. Secretary
4. Chairperson of Facilities, Grounds, and Safety subcommittee
5. Chairperson of Welfare and Promotion subcommittee

The Morale Activities Manager shall appoint a subcommittee chairperson and/or member for special functions as needed.

### SECTION 4. DUTIES OF OFFICEHOLDERS

The Chairperson of the various permanent committees shall discharge the following specific duties:

1. Chairperson – Preside over all meetings of the MAC and be responsible to the Executive Council for operation of the Committee.
2. Vice-Chairperson – Preside at meetings in the absence of the Chairperson; interpret and enforce committee rules.
3. Treasurer – Shall be responsible for all funds of the MAC and:

- a. Maintain fiscal accounts of the MAC operations in accordance with accepted accounting principles, and requirements of the Executive Council.
  - b. Deposit MAC funds in banks insured by the Federal Deposit Insurance Corporation.
  - c. Prepare and submit to the Executive Council monthly and annual financial statements, and other reports as the Council may require.
  - d. Provide assistance and financial statements for audits that may be required by the Executive Council Financial Manager.
4. Secretary
- a. Notify MAC members of the date, time and place of all meetings.
  - b. Record and route copies of all minutes to members of the MAC and Executive Council.
  - c. Maintain archive of approved minutes for every MAC meeting.
5. Chairperson of Facilities, Grounds and Safety Subcommittee
- a. Act as liaison and make recommendations to the Executive Council in matters pertaining to the maintenance, repair, and expansion of all recreational facilities that are utilized by the MAC.
  - b. Exercise complete responsibility in matters pertaining to Executive Council approved maintenance, repair, disposition, and expansion of the facilities of the MAC, procured through expenditure of non-appropriated funds.
  - c. Coordinate safety needs of the organization with Facility Safety.
6. Chairperson of Welfare and Promotion Subcommittee
- a. Coordinate with Wallops Flight Facility staff regarding new ideas and projected activities.
  - b. Foster and encourage full use of recreational facilities.
  - c. Advertise and promote all activities and functions.

## ARTICLE VI. ELECTIONS

### SECTION 1. ELECTION OF MEMBERS OF THE MAC

Election of members of the MAC shall be supervised by an election subcommittee of three (3) MAC members appointed approximately two (2) months prior to the election date by the Chairperson of the WEMA Executive Council. The election will be held on the second Tuesday of October and shall be conducted according to the procedures set forth in the following sections. The subcommittee shall jointly handle the actual balloting and vote counting.

### SECTION 2. NUMBER OF REPRESENTATIVES

The committee shall consist of 8 members elected at large from the community of NASA Civil Service employees and NASA contractors. The U. S. Coast Guard, U. S. Navy, NOAA, and other tenants of the Wallops Flight Facility will be invited to supply one nonvoting member for each such organization.

### SECTION 3. NOMINATION OF CANDIDATES

Thirty days prior to the election, a call for nominations shall be posted to the Civil Service and Contractors of Wallops Flight Facility. People nominated will be contacted by the election subcommittee and asked to verify their willingness to serve and concurrence of their immediate supervisor. No member of the WEMA Executive Council may serve as a member of the MAC. The election subcommittee is responsible for listing the nominees on the Official Bulletin Boards.

### SECTION 4. ELECTION

In order to promote continuity on the board, four members will be elected each year to a two-year term. During the first election, the committee will decide among themselves four members who will remain in office during the first year after elections.

The election will be conducted by secret ballot at one site on the Main Base and another on the Island. Each ballot will have the names of all qualified nominees and each voter will be instructed to mark four (4) different names. Write-in nominations will be allowed. Ballots with more than four names, including write-ins, will be disqualified.

Nominees receiving the greatest number of votes will be elected to the MAC. If two candidates receive an equal number of votes, a run-off ballot will determine the winner.

## SECTION 5. PUBLICATION OF RESULTS

An election summary shall be prepared by the election subcommittee and submitted to the Chairperson of the WEMA Executive Council. Results will be posted Wallops wide.

## SECTION 6. PROVISIONAL APPOINTMENTS

In the event that an office is vacated during a term or if the office cannot be filled due to no qualified candidates running for election, the WEMA Chairperson shall appoint a committee member from a list of candidates provided by the committee. This member shall serve with full privileges and responsibilities until the next election.

## ARTICLE VII. MEETINGS

### SECTION 1. REGULAR MEETINGS

Regular meetings of the MAC shall be held the first Tuesday of each month.

### SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the MAC Chairperson or the WEMA Executive Council Chairperson.

### SECTION 3. QUORUM

Five (5) members of the MAC shall represent a quorum. A simple majority of those present will be necessary to render a decision.

### SECTION 4. VOTING

Duly elected MAC members have one (1) vote on all matters requiring action during any meeting of the MAC. The Chairperson votes only in event of a tie. Nonvoting representatives as described in Article VI, Section 2 may participate in the discussions.

## ARTICLE VIII. COMMITTEES

### SECTION 1. STANDING SUBCOMMITTEES

The standing subcommittees shall be:

1. Facilities, Grounds and Safety
2. Welfare and Promotions
3. Additional subcommittees as the Morale Activities Manager deems necessary, and approved by the WEMA Council.

### SECTION 2. MEMBERSHIP OF SUBCOMMITTEES

The chairperson of each subcommittee may appoint members as required from volunteer personnel subject to approval of the MAC Manager and the WEMA Council.

## ARTICLE IX. FISCAL POLICIES AND REGULATIONS

### SECTION 1. FISCAL REGULATIONS

Business will be conducted in the name of the Morale Activities Committee.

A monthly statement of all income and expenditures shall be submitted to the WEMA, Executive Council Members, and MAC members, showing financial status. Necessary ledgers relative to the operation of the MAC shall be audited as required by the WEMA Executive Council. All necessary records and original papers shall be retained for the purpose of audit.

Monthly status reports shall be posted Wallops wide.

Accounts should be established with vendors and all expenditures paid by check. The Treasurer shall assure that materials have been received or services rendered before authorizing payment. All accounts payable must be paid within thirty (30) days after receipt of invoice. Checks for the MAC require two signatures. The Treasurer, Secretary and Morale Activities Manager (or the vice chairman in his absence) are authorized to sign checks for the MAC.



All monies shall be deposited as frequently as possible. Cash on hand shall be limited to those amounts necessary for operation of the MAC. At no time should monies in any safe exceed the dollar limit covered by insurance and then held no longer than the next working day on which the bank is open.

A concentrated effort shall be made to collect payment for all accounts receivable within thirty (30) days.

## SECTION 2. INVENTORY AND PROPERTY

At the beginning of each calendar year, an inventory shall be taken of all equipment owned by the MAC, including merchandise, prizes, etc., and all Government owned equipment assigned to the MAC.

The disposition of any properties belonging to the MAC shall be subject to the approval of the WEMA Council

## SECTION 3. CONCESSIONS

The MAC may give, subject to appropriate approval, a concession for operation of any of the authorized activities under approved contract terms.

## ARTICLE X. EMPLOYMENT

### SECTION 1. STANDARDS

The MAC will have no employees, but will, with the approval of the WEMA Executive Council, contract with entertainers, caterers and resources necessary to carry out its functions.

### SECTION 2. COMPENSATION

The MAC may contract with and compensate Wallops employees whose services may be desired outside of their official hours of duty. No member of the MAC may, in any way, be compensated for services rendered.

## ARTICLE XI. USE OF FACILITIES AND EQUIPMENT

### SECTION 1. RESERVATIONS

Requests for reservations for the use of the MAC facilities shall be addressed to the MAC Manager and will include:

1. Reason for reservation.
2. Date of reservation.
3. Duration of function.
4. Approximate attendance.
5. Services to be furnished and facilities to be used.

The request shall be signed by the person assuming responsibility for the function. Events scheduled for holidays shall be of such nature as to permit participation by all employees of the Facility. Groups holding reservations shall notify the MAC immediately of cancellations. Request for advanced reservations will not be accepted for a period greater than sixty (60) days in advance of the desired date for use of the facility. Confirmation or denial of the request for reservations shall be given in writing in advance of the reservation date.

Reservations for the use of the facilities by organizations outside of NASA cannot be made without special permission of the WEMA Executive Council. Facilities and equipment of the MAC shall be for the improvement of morale of the membership of the Wallops Exchange and Morale Association under applicable regulations.

### SECTION 2. SCHEDULING

Whenever possible, two (2) or more events may be scheduled as long as there is no interference between the activities.

### SECTION 3. RAISING FUNDS

No organization other than the WEMA shall operate or use the MAC facilities for the purpose of raising funds.

#### SECTION 4. USE OF EQUIPMENT

1. Equipment shall be issued only to members of WEMA in good standing.
2. Members drawing equipment may be required to sign custody receipts, and will be held responsible for the value of the equipment issued.
3. No equipment that is part of the recreational facilities shall be removed from the recreation areas except that such equipment may be removed for use by groups or individuals authorized to do so by the MAC.
4. Any abuse of the facilities, grounds, or equipment in the recreation area shall be reported to the Executive Council.

#### SECTION 5. RESTRICTIONS

1. The use of the equipment and facilities may be prohibited or restricted by the MAC when, in the judgment of the MAC, willful misuse of such equipment or facilities has been indicated. All disciplinary actions will be taken by the MAC. Appropriate action shall be recommended by the subcommittee concerned in accordance with established procedures. Complete documentation should be furnished with the recommendation. The MAC shall then convene and act on the recommendation. The decision of the MAC shall be final unless appealed within two (2) working days after receipt of the formal notification of disciplinary action issued.
  - a. If an appeal is filed, a meeting of the WEMA Executive Council will be scheduled. The Subcommittee Chairperson and the individual(s) to whom the disciplinary action has been directed will appear at this meeting and present the facts pertinent to the case. After the facts have been presented, the WEMA Executive Council will render a final decision.
2. No decoration that would constitute a fire hazard shall be used by any group using the MAC facilities. The Safety Officer of the Facility shall be consulted to decide whether or not the decorations conform to safety standards.
3. Employees of the MAC, during hours of duty, shall refrain from consuming alcoholic beverages.
4. No alcoholic beverages shall be sold during normal working hours, Monday through Friday, unless authorized by the Director, GSFC. All beverages served shall be consumed on the premises.

ARTICLE XII. PARLIMENTARY AUTHORITY

The “Robert’s Rules of Order, Revised” shall be the parliamentary standard of the MAC unless otherwise provided for in these Bylaws.

ARTICLE XIII. METHOD OF AMENDING THE BYLAWS

Except as herein provided, these Bylaws, or any additional or amended Bylaws, may be changed or repealed and new Bylaws adopted only at a regular or special meeting of the Executive Council. The notice of such meeting shall set forth the terms of the proposed amendment and shall require a majority vote of the Executive Council.

I HEREBY CERTIFY, that the above Bylaws were approved at a WEMA Executive Council meeting held on\_\_\_\_\_, 19\_\_\_\_.

These By-Laws may be amended, changed, or repealed only as set forth in Article XIII of the Morale Activities Committee Bylaws.

Robert L. Nock, Chairperson  
Wallops Exchange and Morale Association

Attest:

Evoralyn P. Thomas  
Executive Secretary  
Wallops Exchange and Morale Association